



PERSONNEL AND  
READINESS

UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

DEC 17 2004



MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION  
DIRECTOR, NET ASSESSMENT  
DIRECTOR, FORCE TRANSFORMATION  
DIRECTORS OF DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Response Capability for Sexual Assault (JTF-SAPR-008)

This directive-type memorandum establishes DoD policy for the response and support for victims of reported sexual assault in the Military, Section 577(b) (3), (4), and (6) of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005, P. L. 108-375, October 28, 2004, and which is part of the comprehensive policy that the Secretary of Defense is to develop for the Department of Defense on the prevention and response to sexual assaults involving members of the Armed Forces. The comprehensive DoD policy is to address several matters, including guidelines for providing immediate full-spectrum sexual assault response capability for victims of reported sexual assault. The objective of this response capability is to ensure Service accountability and victim access to timely professional services.

All Armed Services shall develop Service-specific policy that establishes immediate response capability for each report of sexual assault in all locations, including deployed locations, to ensure timely access to appropriate victim services. This policy will include designation and responsibilities of Sexual Assault Response Coordinators and Victim Advocates, and adoption of guidelines for rapid response, including identification of first responders, requisite training for personnel, and the conduct of case management as outlined below.

All Services shall establish the position of Sexual Assault Response Coordinator. The Sexual Assault Response Coordinator is considered the center of gravity when it comes to ensuring that victims of sexual assault receive appropriate and responsive care. They will





serve as the single point of contact to coordinate sexual assault victim care. The term Sexual Assault Response Coordinator will be a standardized term utilized throughout DoD and the Services to facilitate communication and transparency regarding sexual assault response capability. The Services shall establish the appropriate geographic or unit responsibility of the Coordinator and ensure that a victim receives timely access to appropriate services. The Sexual Assault Response Coordinator may be, at the Services discretion, military, DOD civilian or contractor. It is essential that the Sexual Assault Response Coordinator reports to a Commander designated by the Services, who is at a level of command commensurate with the maturity and experience essential to the responsibilities involved.

The Sexual Assault Response Coordinator will be responsible for tracking the services provided to the victim from initial report of a sexual assault, through disposition and resolution of the victim's health and well-being. The Coordinator will have oversight responsibility for the Victim Advocate; serve as chairperson of a case management group that meets monthly; track the dispositions of all military sexual assault cases for their designated area of responsibility; and provide regular updates to the commander responsible for overseeing the Sexual Assault Response Coordinator on the disposition status of a case. The Coordinator will be responsible for assisting Commanders in meeting annual sexual assault prevention and response training requirements, including newcomer and orientation briefings and will provide community education regarding available sexual assault prevention and response services. Specific reporting requirements will be defined and communicated in a future directive-type memorandum.

All Services shall establish the capability of a Victim Advocate to respond to each report of sexual assault. The Victim Advocate shall be notified and assigned immediately upon receipt of each report of sexual assault. The term Victim Advocate will be used as a standard term throughout DoD and will be directly accountable to the Sexual Assault Response Coordinator. The Victim Advocate can be a paid position, volunteer or staff assigned as a collateral duty and will be trained in providing advocacy for victims of sexual assault. The Services will establish screening and qualification standards for the Victim Advocate. Guidance on training standards for the Victim Advocate will be provided in a future directive-type memorandum. The victim advocate shall provide crisis intervention, referral and ongoing non-clinical support to the victim of a sexual assault. Support will include providing information on available options and resources so the victim can make informed decisions about their case. The advocate shall ensure that the guidance provided to the victim of sexual assault is accurate and comprehensive. The advocate will accompany the victim, at the victim's request, during investigative interviews and medical examinations. The advocate services should continue until the victim identifies they no longer need the support.



All Services shall establish guidelines for sexual assault response capability. The Services must provide a 24 hour/7 day a week sexual assault response capability for all locations, to include deployed locations. In a Joint environment, the Joint Task Force Commander will designate an executive agent to provide timely response capability in his or her area of responsibility. The guidelines will include the identification of first responders and define rapid response times to a reported sexual assault. First responders shall include law enforcement, Victim Advocates, Military Criminal Investigative Organization (NCIS, CID, OSI), and health care providers. The guidelines will also include the establishment of a multi-disciplinary case management group. The Services will ensure continuity of care and case management in the event that the victim has a permanent change of station, is deployed or discharged.

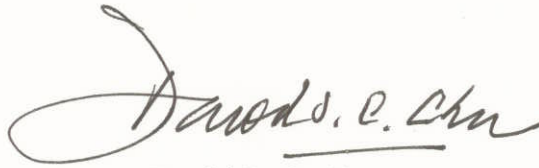
The multi-disciplinary case management group shall be convened by the Sexual Assault Response Coordinator on a monthly basis to review cases, improve reporting, facilitate monthly victim updates, and discuss process improvement to ensure system accountability and victim access to quality services as needed. Each Sexual Assault Response Coordinator will identify and utilize functional area experts to serve on the multi-disciplinary case management group. This group shall consist of the following military or civilian professionals from either the installation or local community services:

- 1) Victim Advocate
- 2) Military Criminal Investigative Organization (i.e., Defense Criminal Investigative Service, Naval Criminal Investigative Service, United States Army Criminal Investigation Command, or Air Force Office of Special Investigations)
- 2) Law Enforcement—Military Security and/or civilian police services
- 3) Health Care Providers
- 4) Mental Health/Counseling Services
- 6) Chaplains
- 7) Command Legal Counsel
- 8) Victims' Commander

The Sexual Assault Response Coordinator will be responsible for ensuring that the disciplines participating in the case management of sexual assault receive appropriate training. Guidance on training standards for a multi-disciplinary case management group will be provided in a future directive-type memorandum.

All Military Services shall submit a copy of the implementing guidance associated with conforming to the requirements outlined in this policy not later than 1 February 2005. My POC for this action is Brigadier General K.C. McClain, Commander, Joint Task Force for Sexual Assault Prevention and Response.

This guidance establishes DoD policy on sexual assault matters. This memorandum is effective immediately. This and other sexual assault policies will be consolidated into a DoD issuance within 180 days.

A handwritten signature in dark ink, reading "David S. C. Chu". The signature is written in a cursive style with a large, looping initial "D".

David S. C. Chu